fingerflex®
by P2 Digital

ADMIN MANUAL

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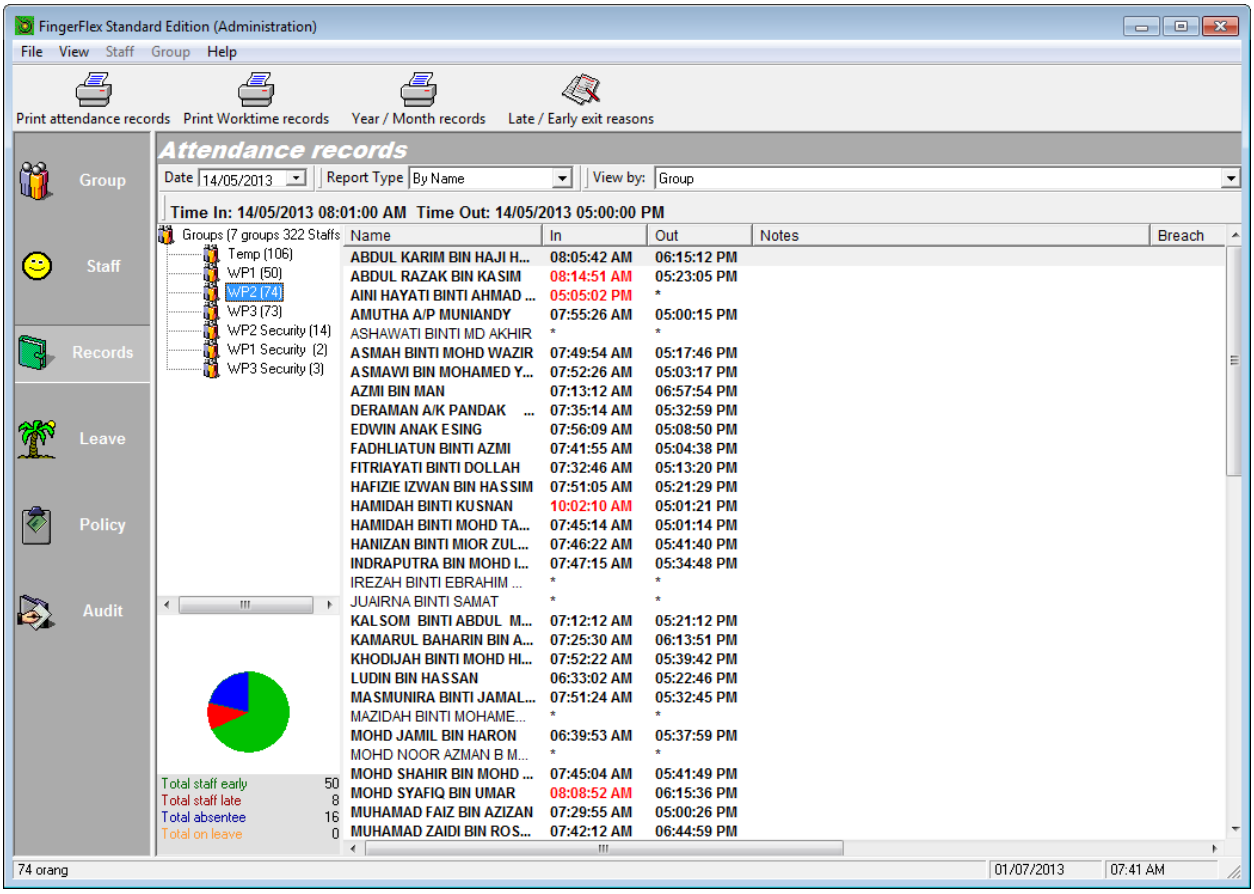
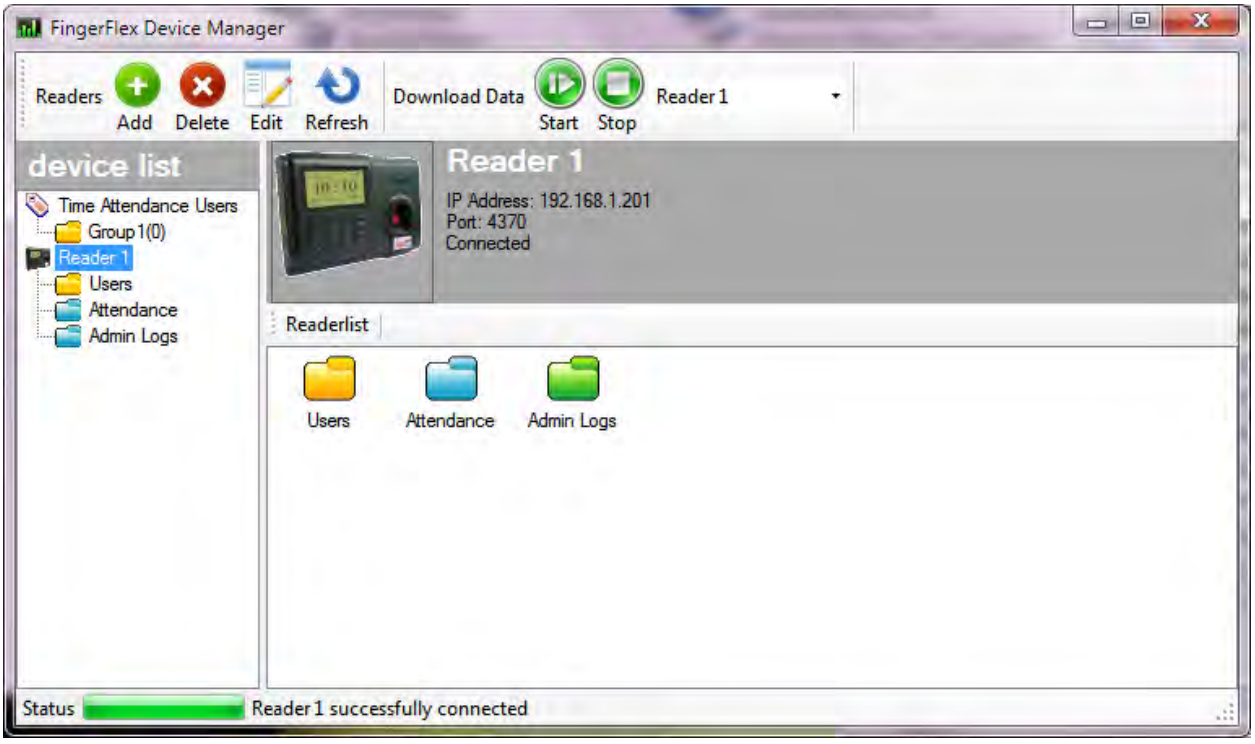
FingerFlex Admin Manual



Module

1. **Group -** Setting Group , Departments and Schedule
2. **Staff –** Staff information
3. **Records –** Attendance record, can view and print out base on type of reports
4. **Leave –** Leave management. Public holidays, staff taking leave and notes for outstation
5. **Policy –** Breach late attendance or early exit. Status card, yellow, green and red
6. **Audit –** Audit for any modification in software.

FingerFlex Device Manager

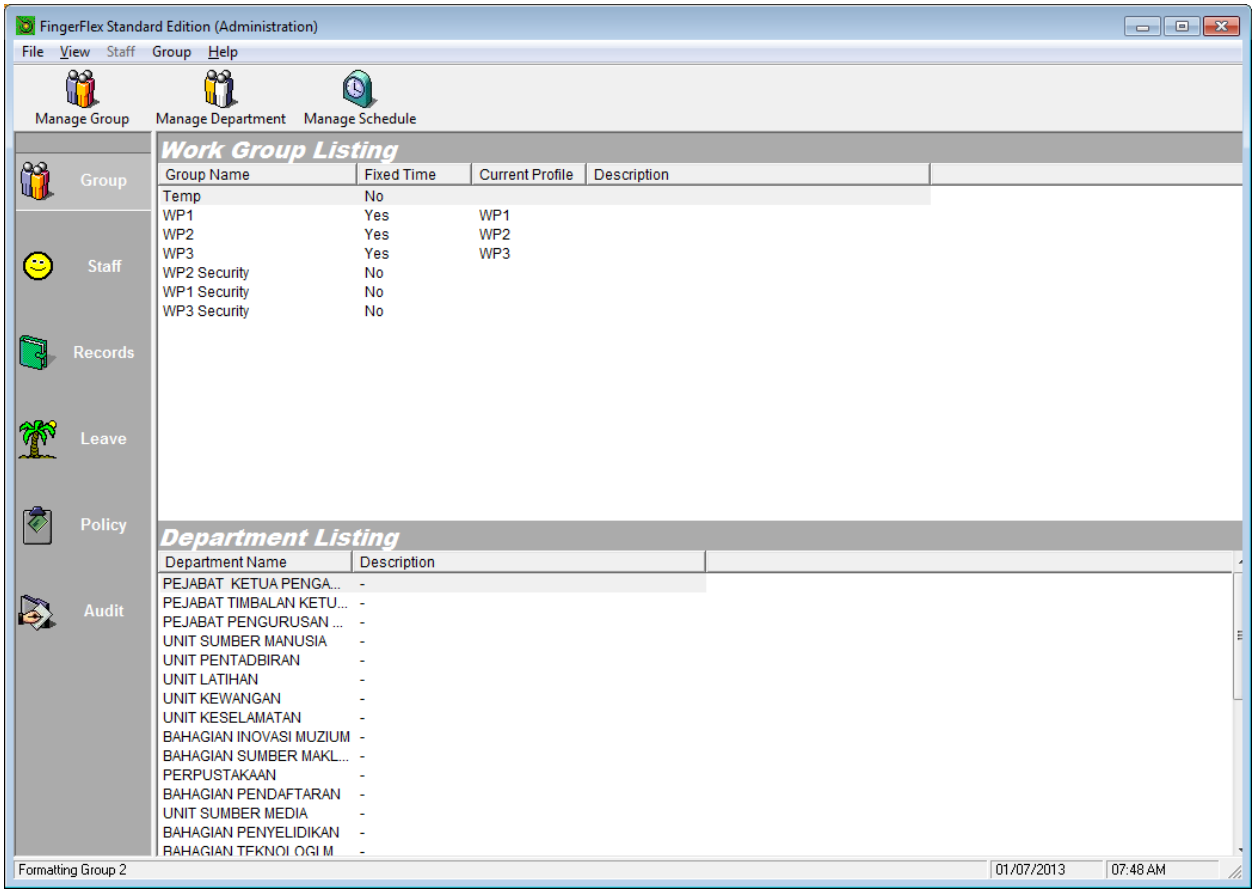


- **Setting device**
- **Setup user info at device.**

Steps

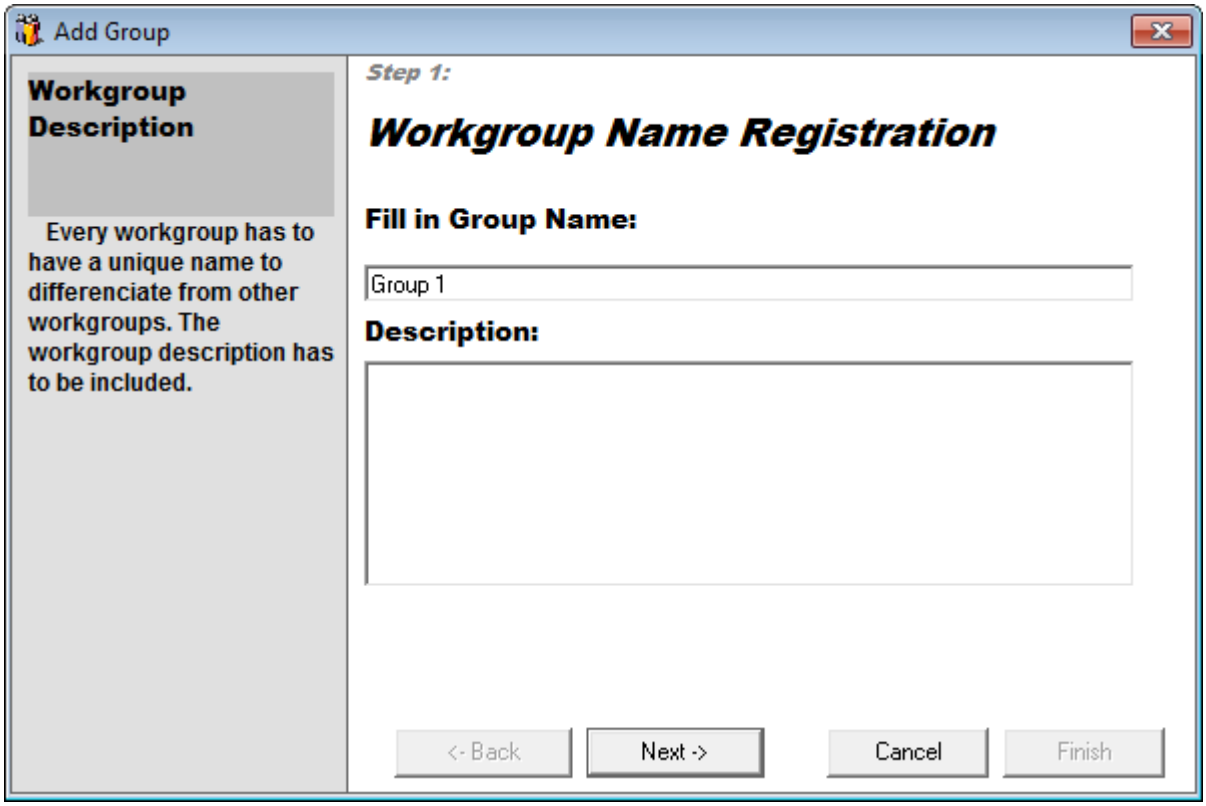
1. Setting Groups

a. Click Group

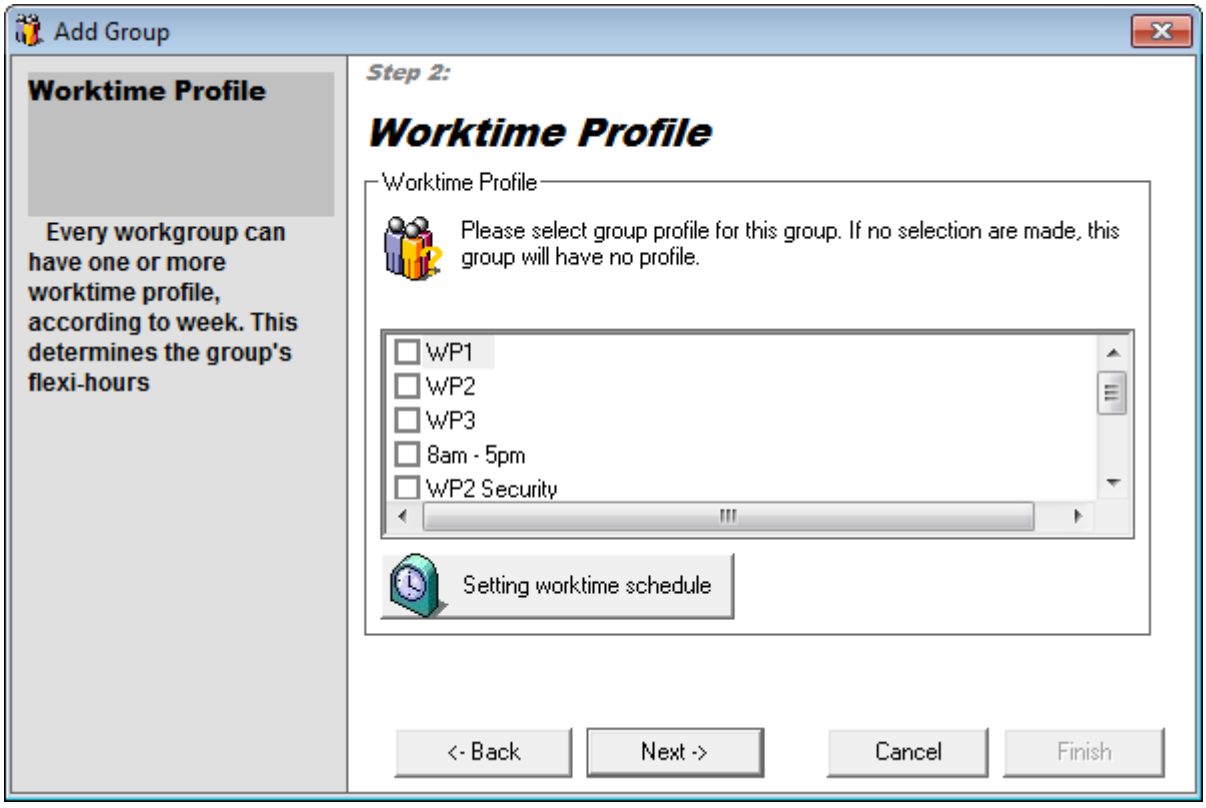


b. Manage Group > Add Group

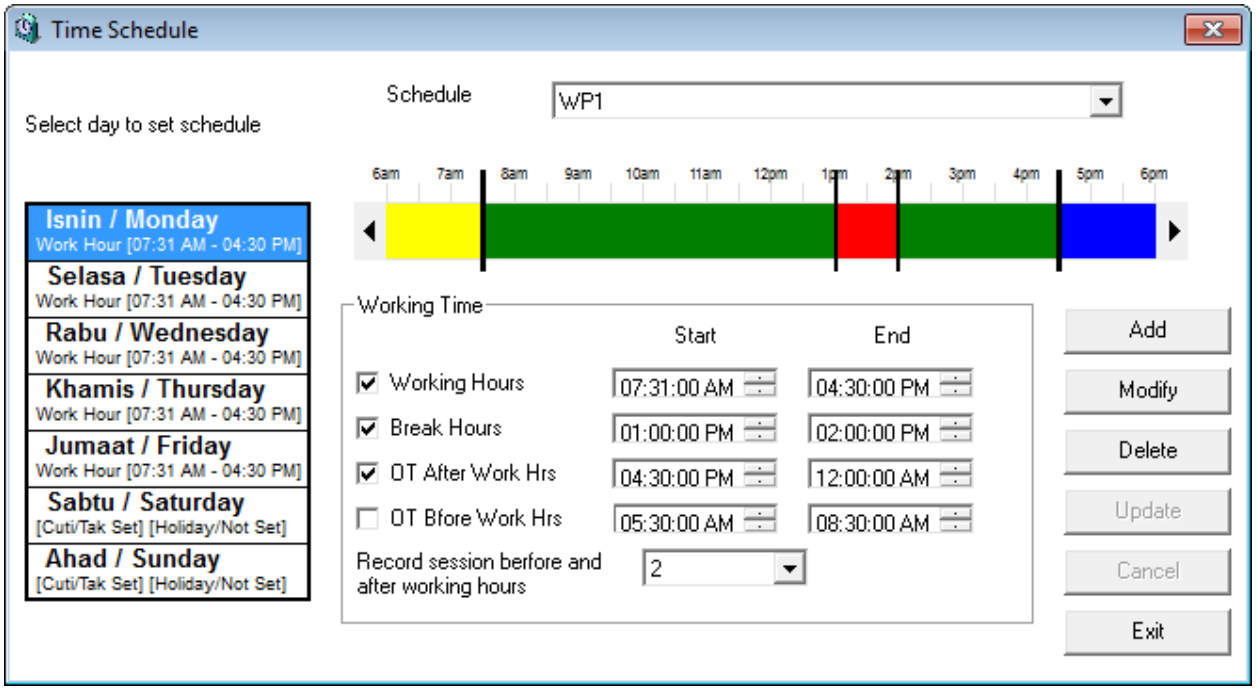
c. Fill in Group name



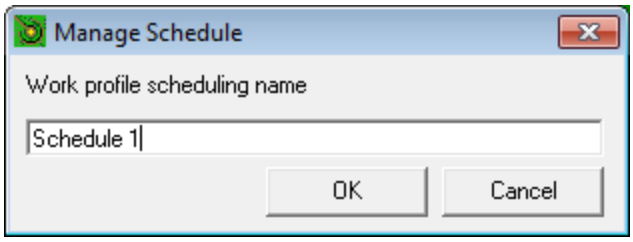
d. Next
e. Select worktime profile or click setting worktime schedule, to create schedule for this group.



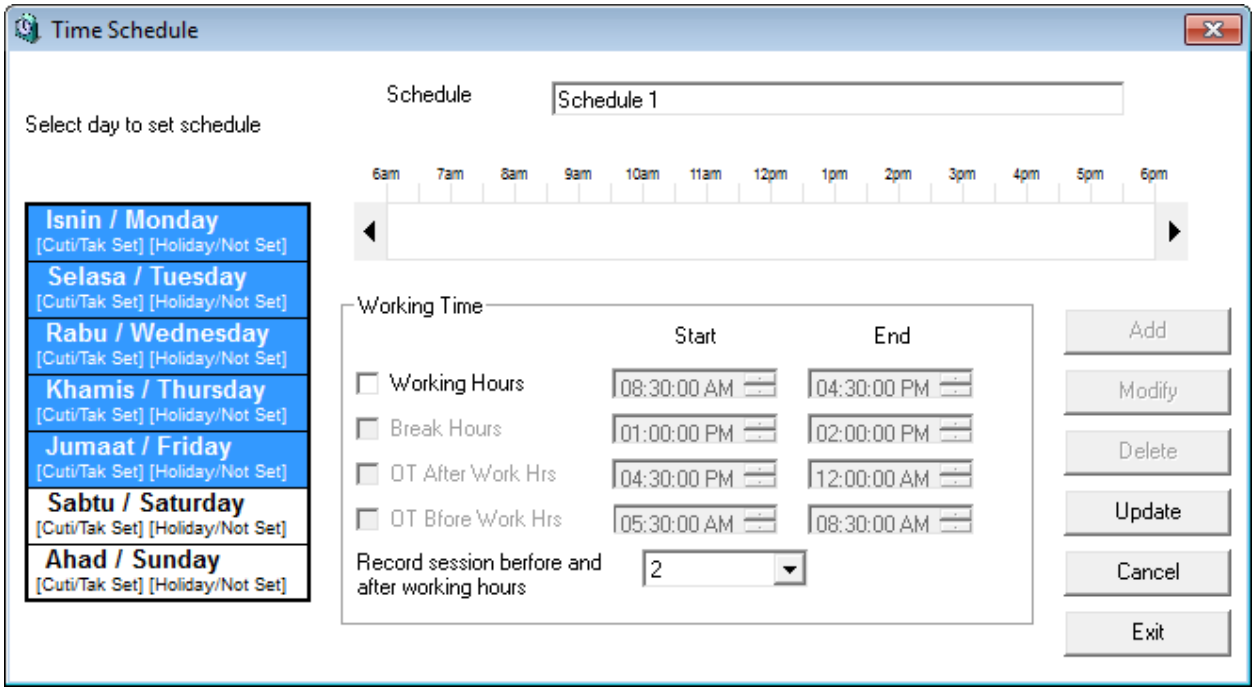
If click setting work time schedule



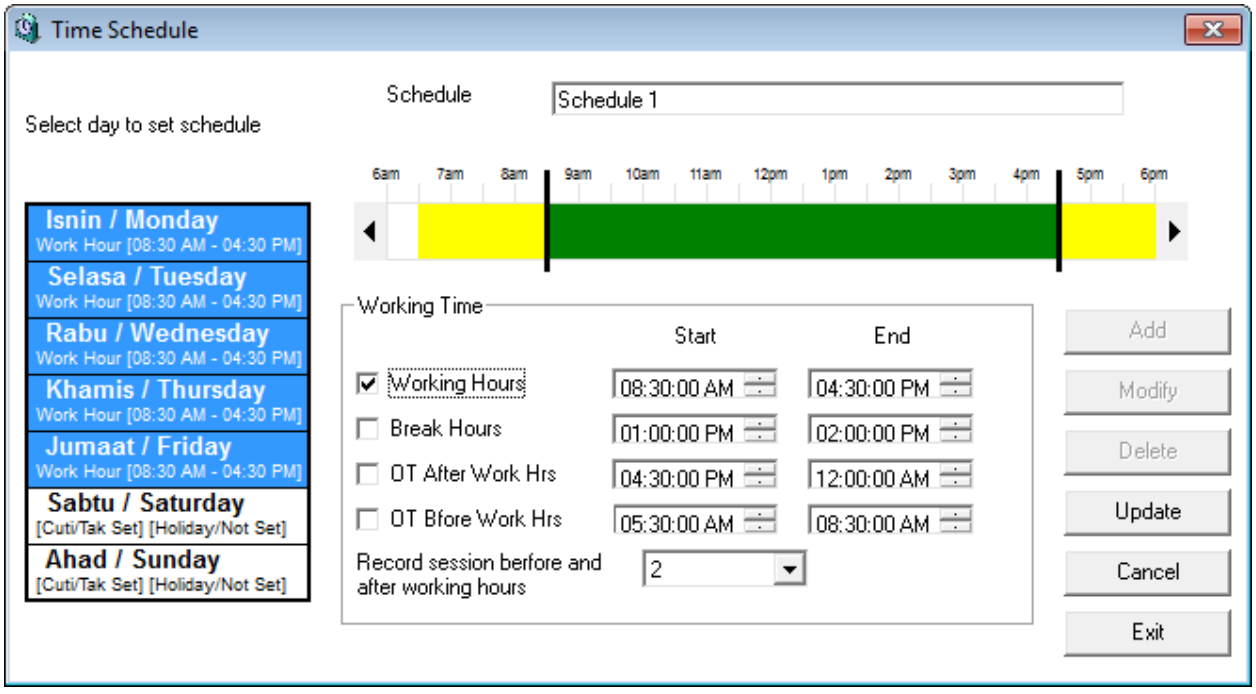
Click add to create new schedule



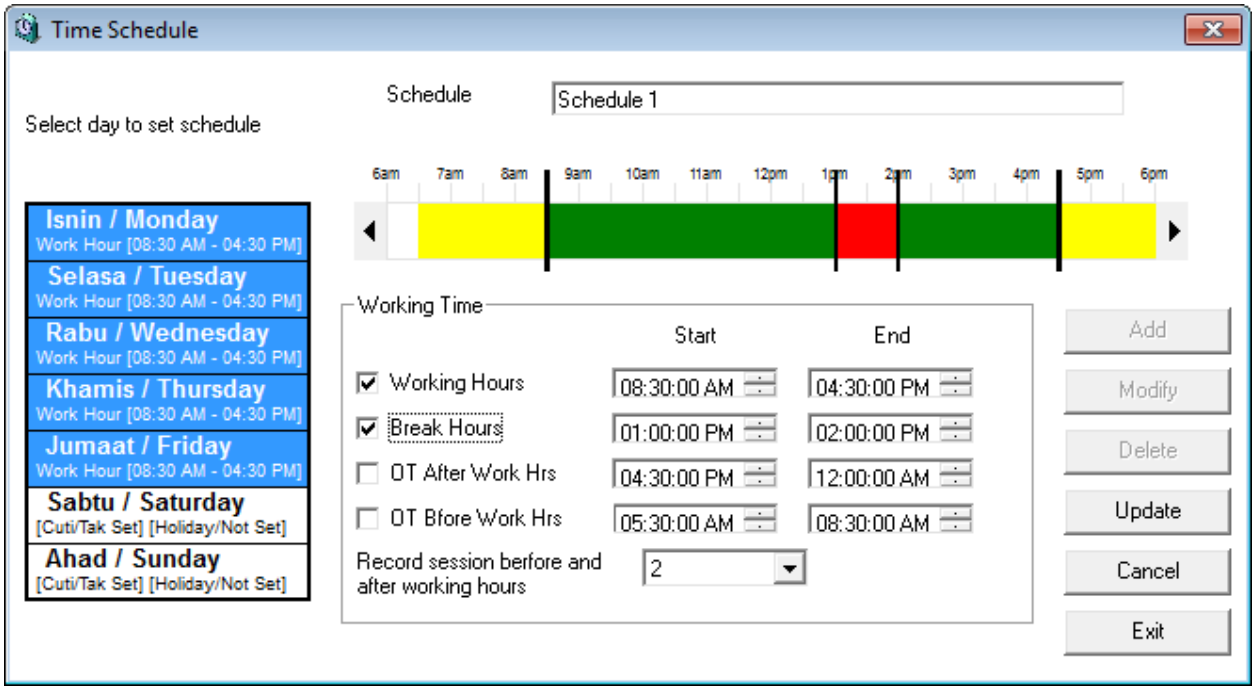
Click ok



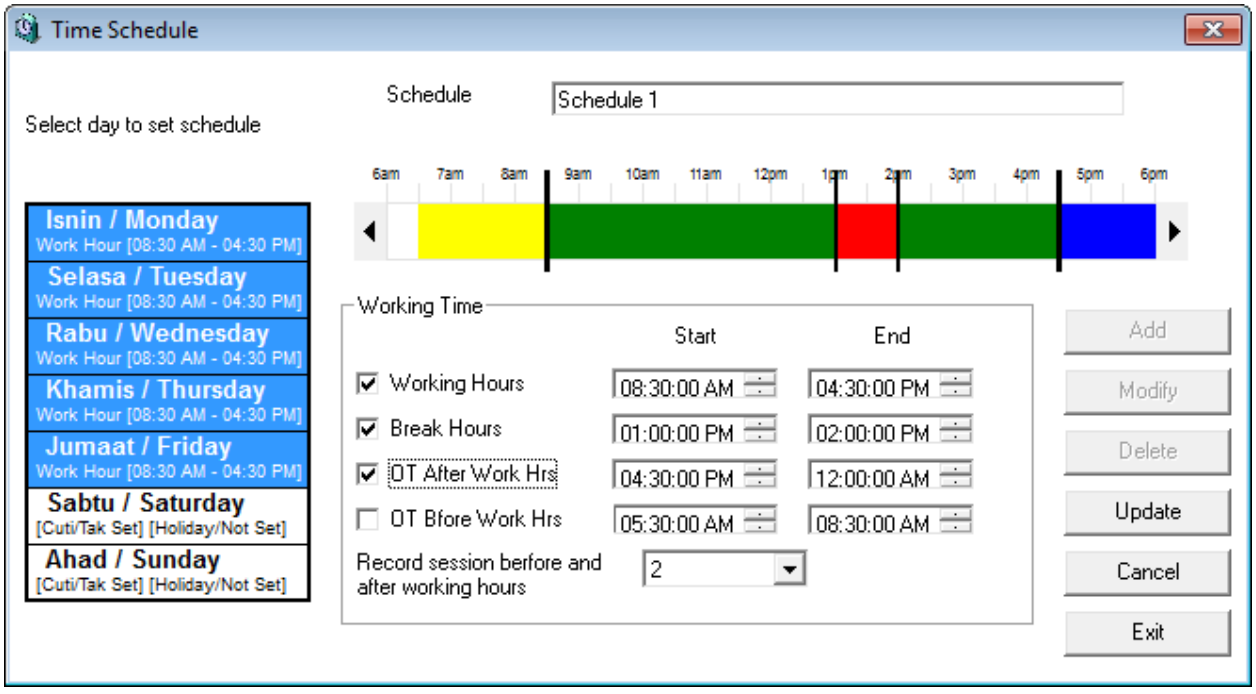
To select multiple day, push control button on keyboard and click the days.



Tick on working hours, to set the working hours. (green bar)

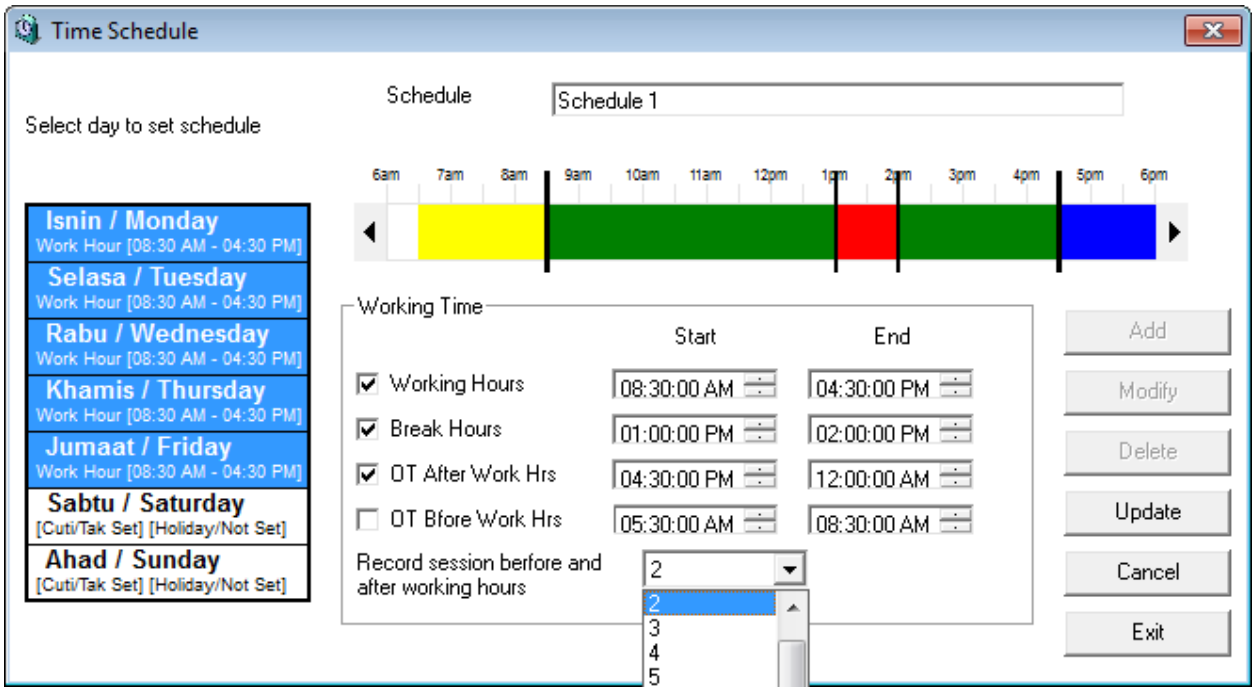


Break hours for rest time (red bar)



OT after work hrs for overtime after working hours. (blue bar)

OT Bfore work hrs for overtime berfore working hours. (blue bar)



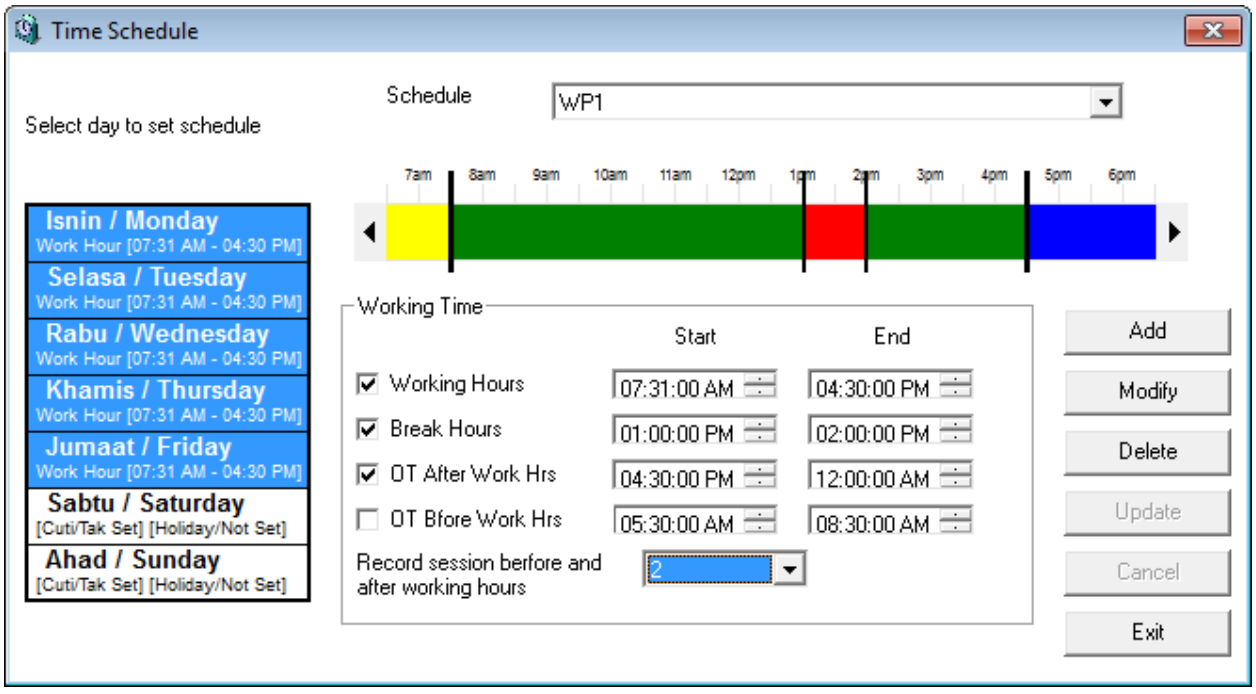
Record session before and after working hours is a buffer time in hours before and after working hours. (Yellow bar)

Click update to save the schedule.

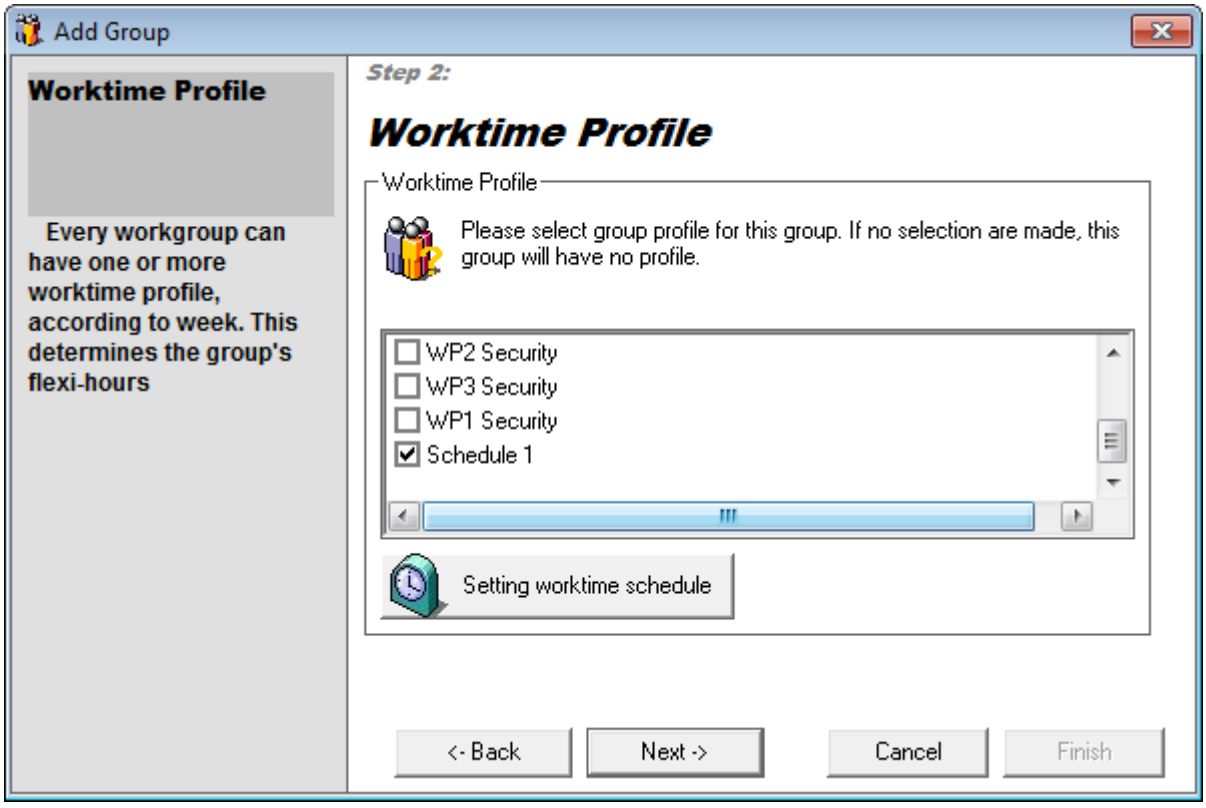
Note :

i. For this schedule, working hours 8:30 Am and buffer 2 hours, so the schedule only starts at 6 am and end until 12am. You can adjust the overtime until the next day, but it cannot exceed the next working day. Overtime cannot be until after 6am the next day.

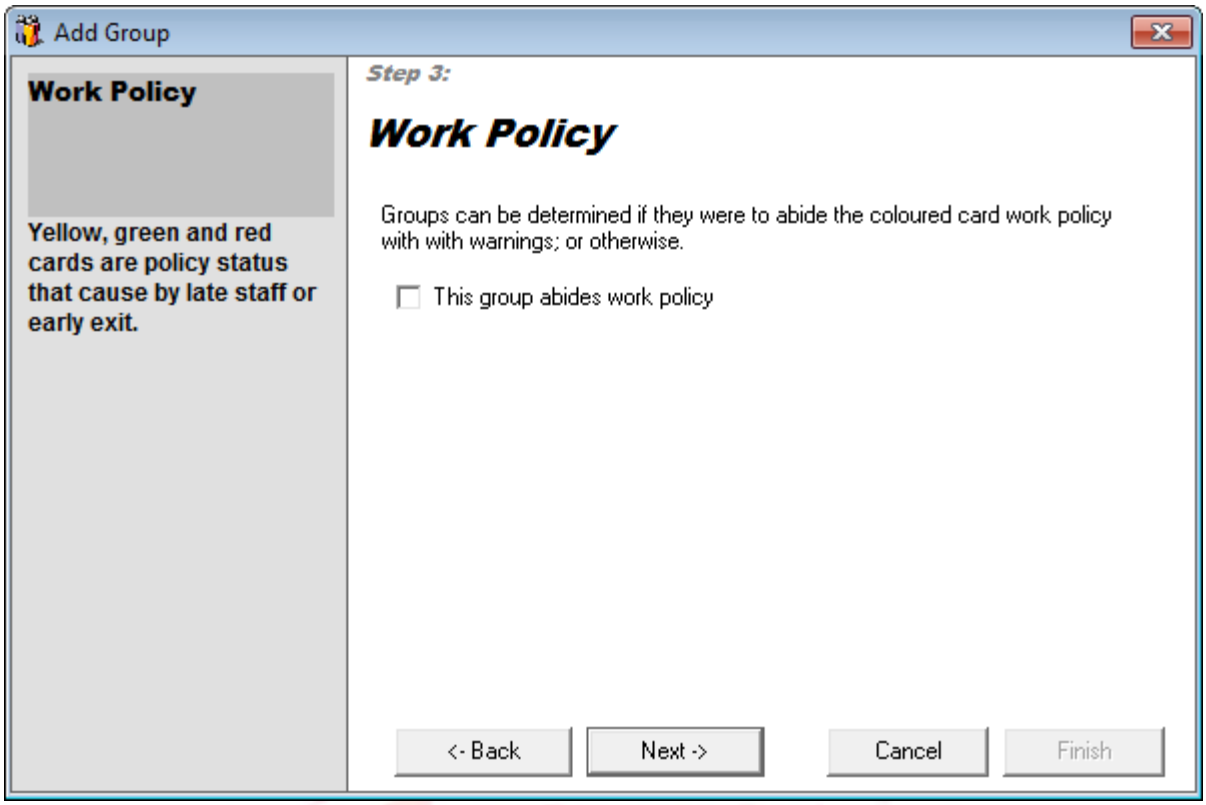
ii. By default, the day that we didn't set schedule, like Saturday and Sunday will be automatic overtime for that particular day



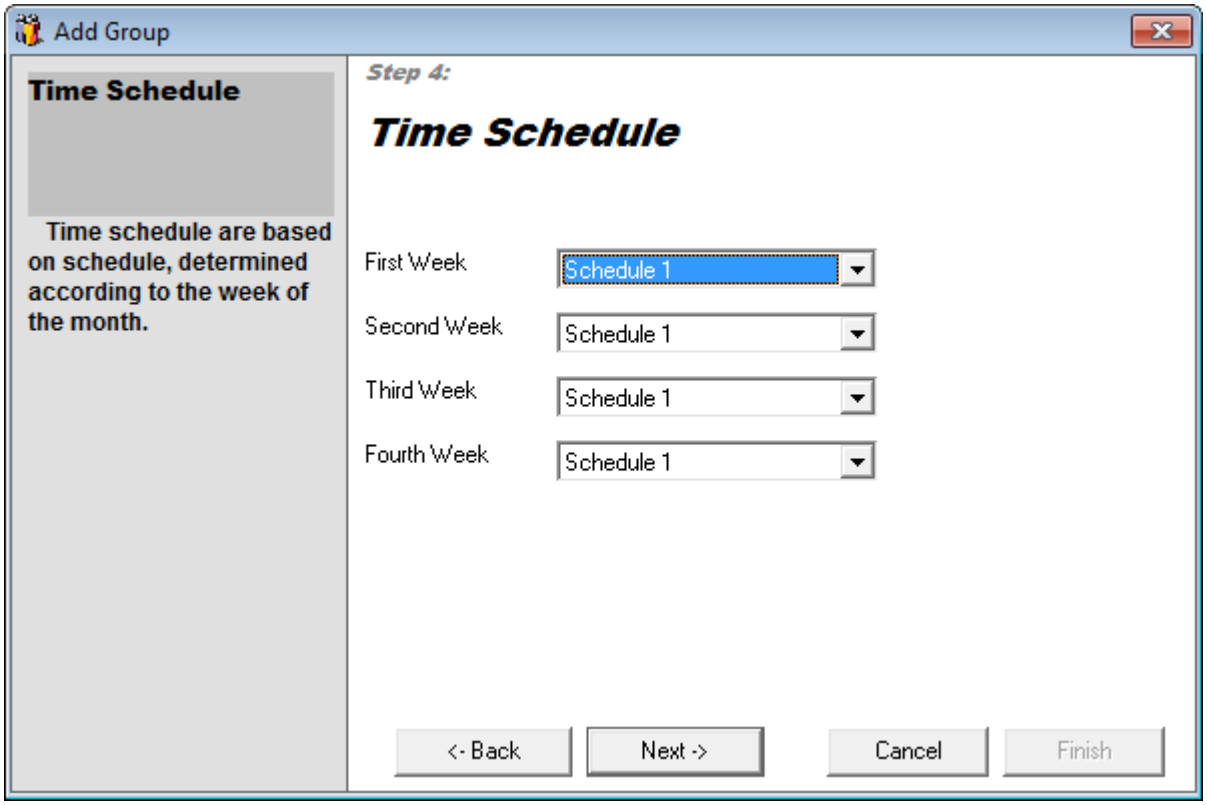
Then click Exit



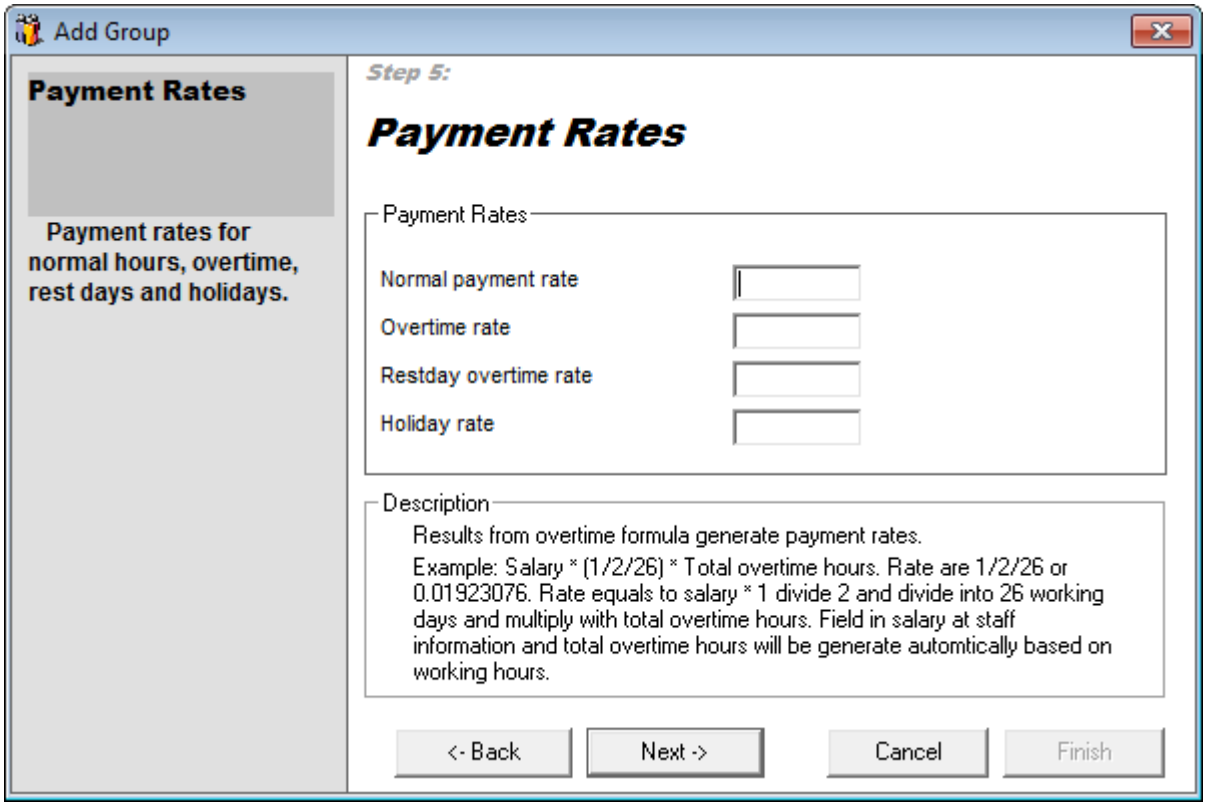
Tick at Schedule 1, to use this schedule for this group. Click next



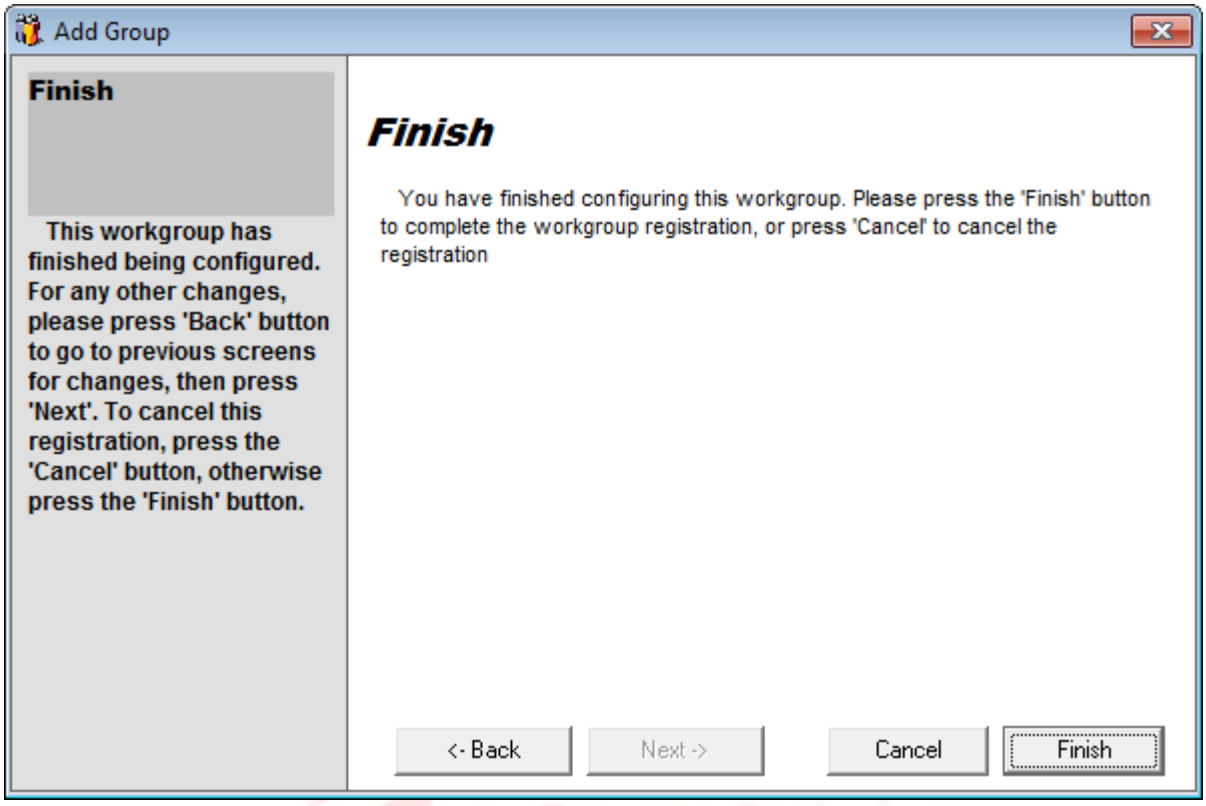
Work policy for status breach. This is optional, if tick, it will enable module policy.



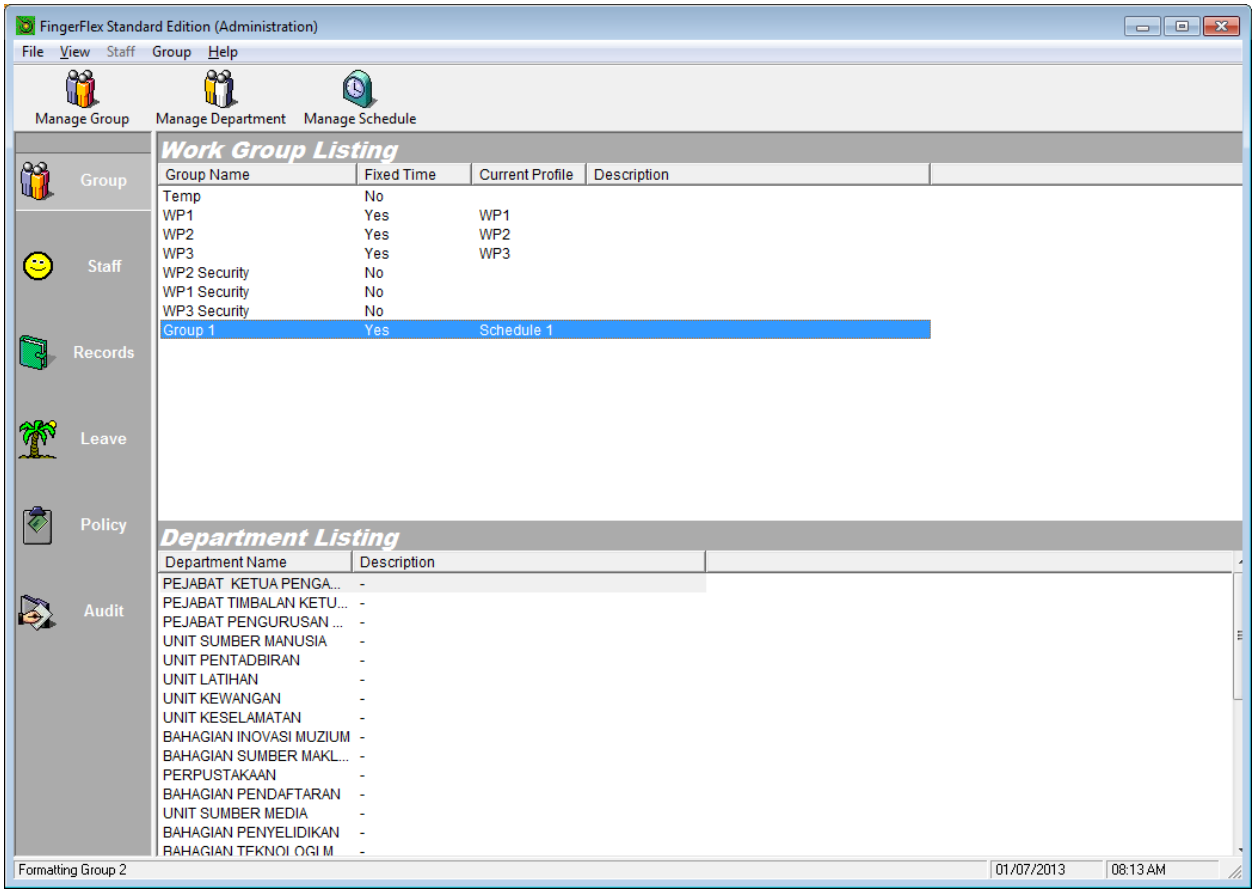
The schedule is base on week. So if any modification you can change it later. Click next.



This payment rates is just for overtime. Click next.



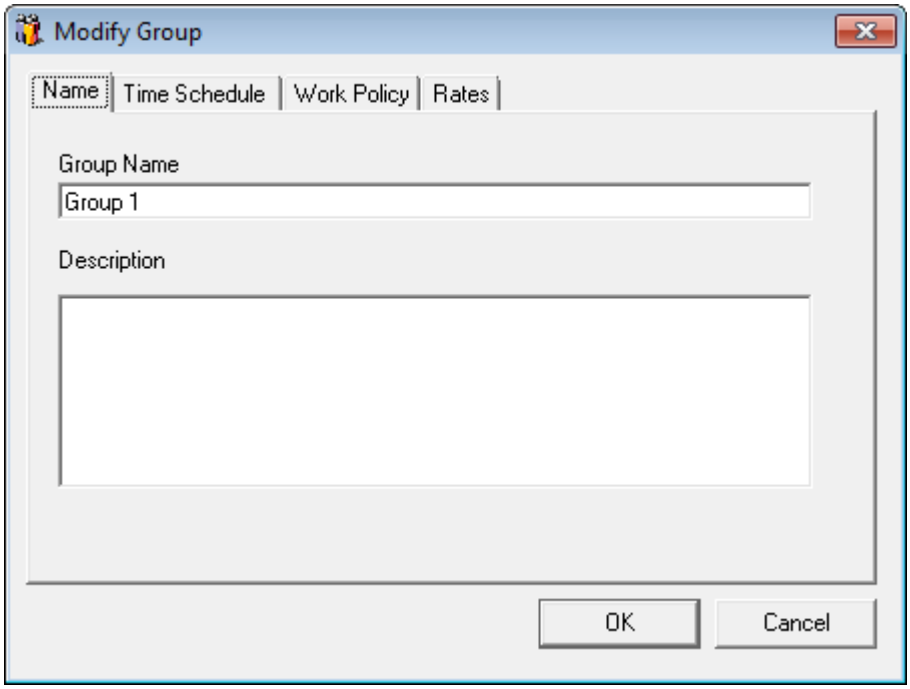
Click Finish.

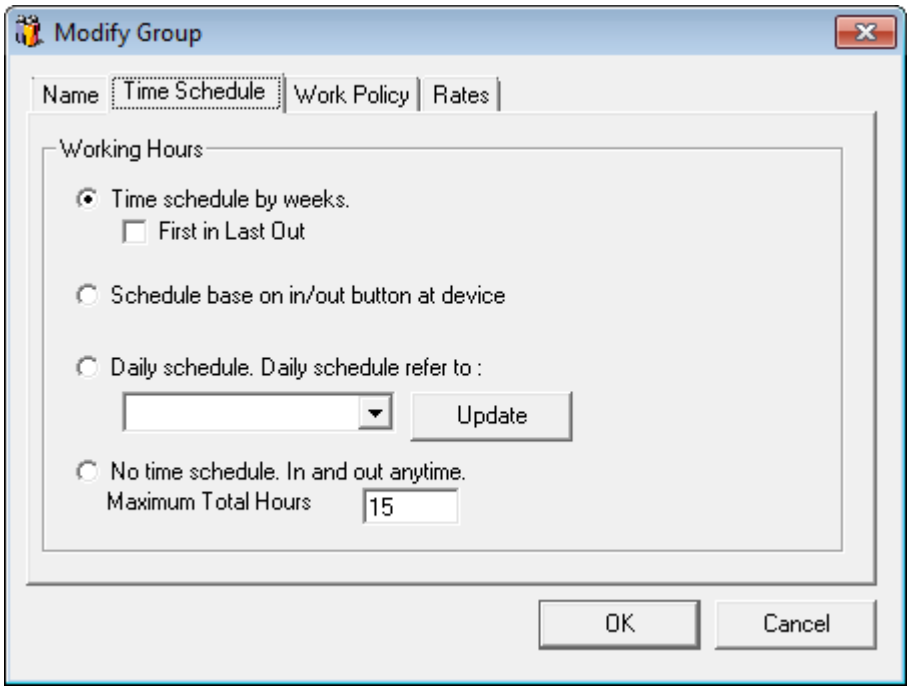


Group 1 is created.

If you want to modify or delete, just select the group and click Manage Group / Modify Group or Delete Group. For modification you can also double click at the selected group.

Modify Group



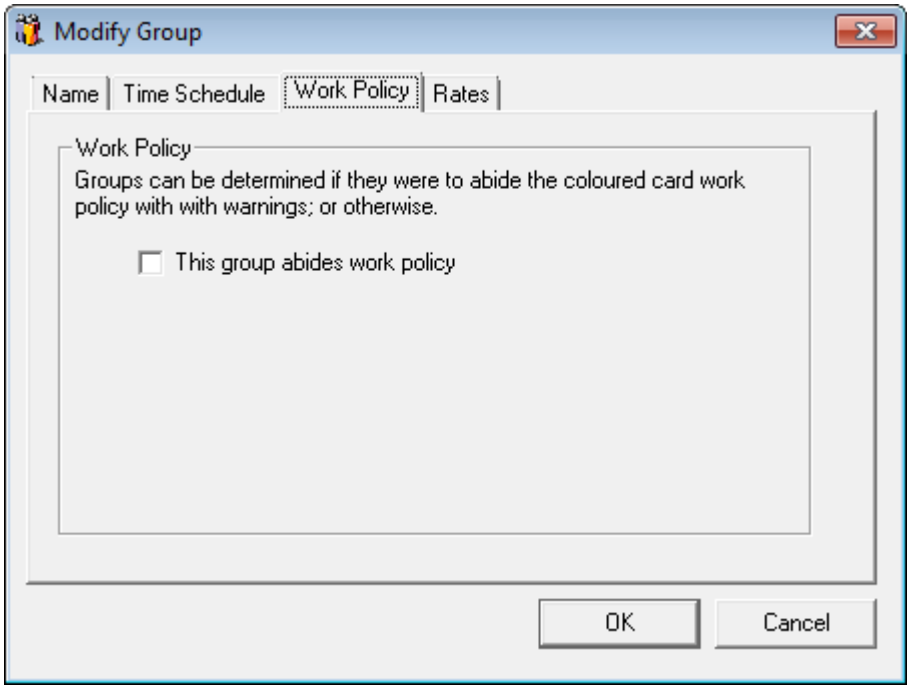


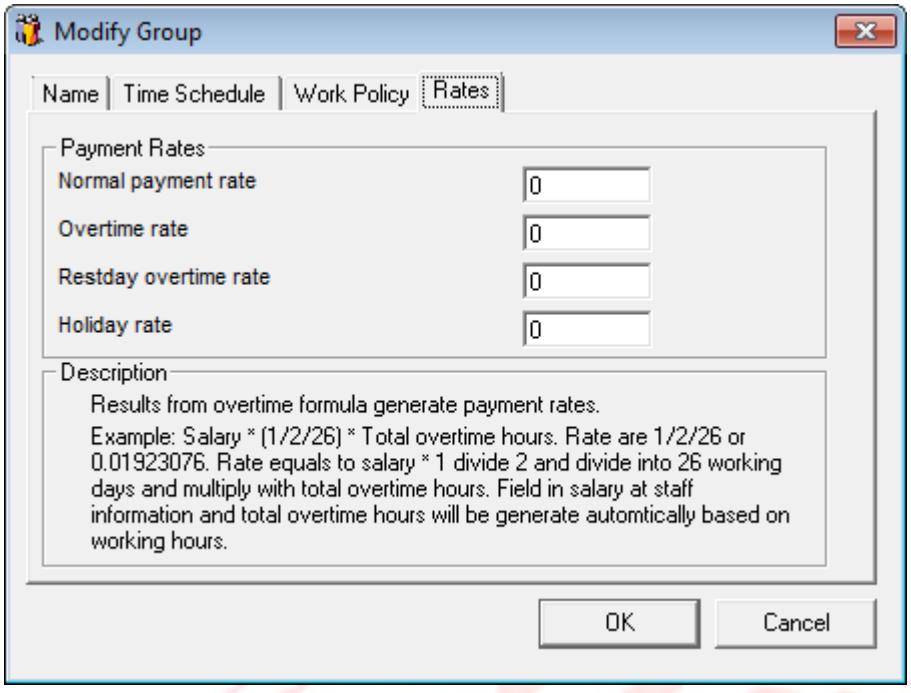
Time schedule tab:

- **Time schedule by weeks -** The schedule change by weekly basis.

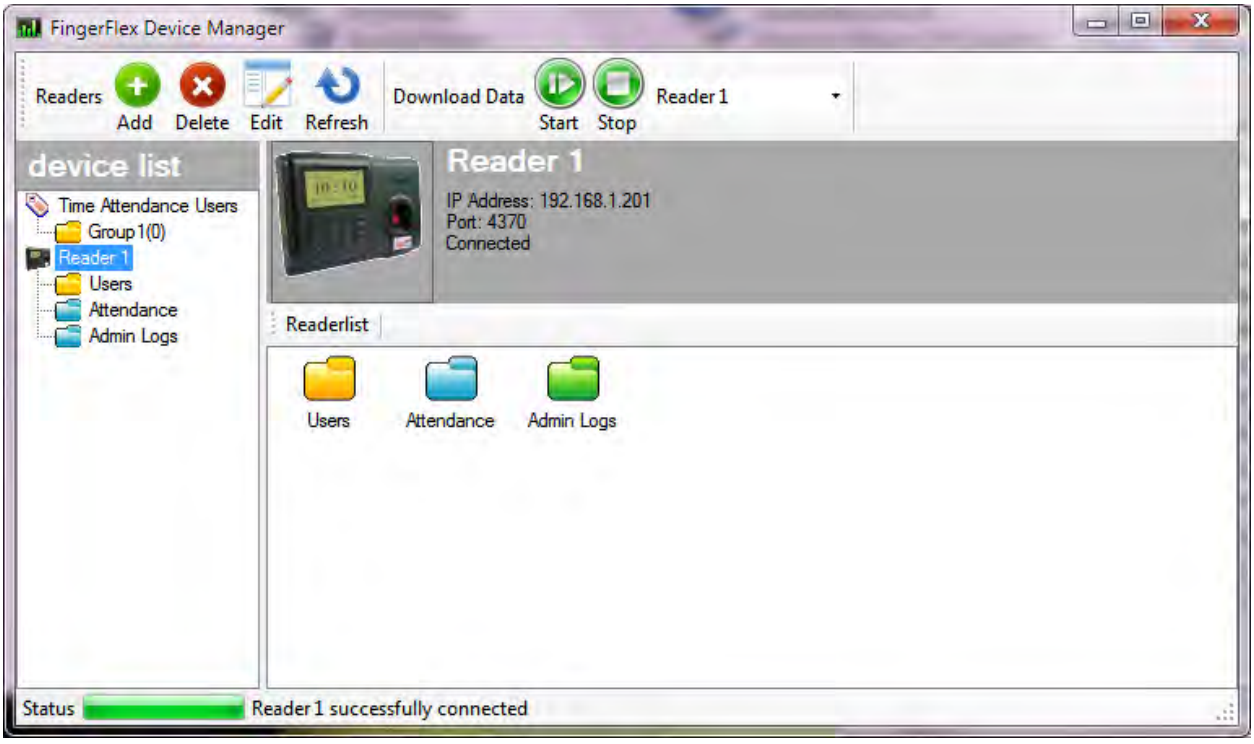
- **First in last out –** this is optional, it will only select record for a person and in a day, first thumb in for login in and the last thumb out will be the last record for that day.
- **Schedule base on in/out button at device –** schedule are flexible and cant set any schedule, so by using button in and out and overtime in and overtime out to calculate their working hour.
- **Daily schedule –** schedule set by individual, can refer base on setting for particular individual in the group.
- **No time schedule –** Flexible in and out.

-

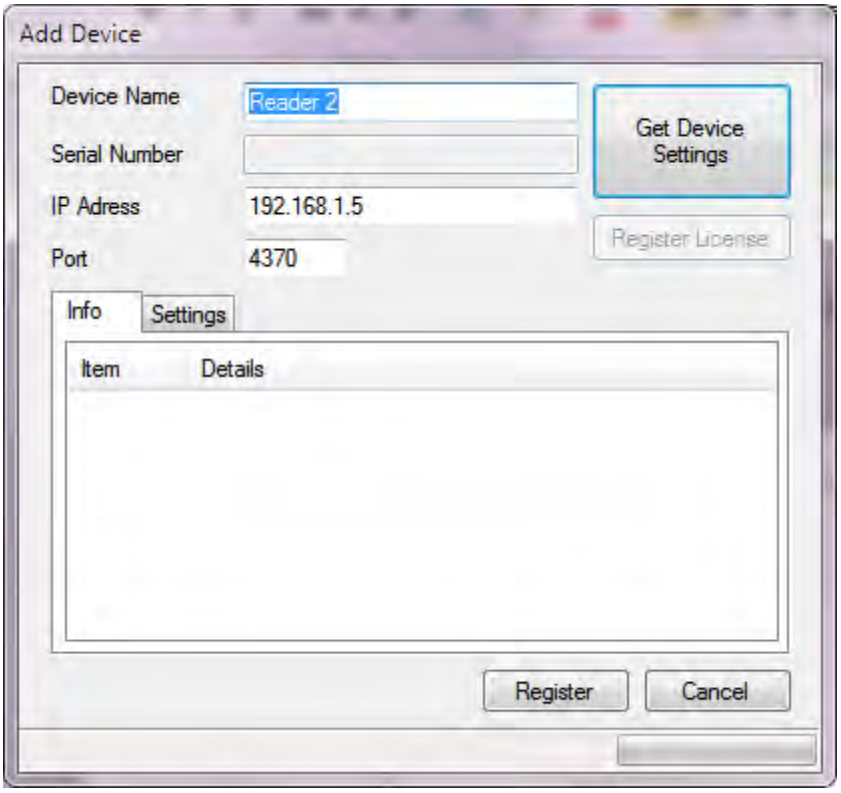




2. Register Terminal

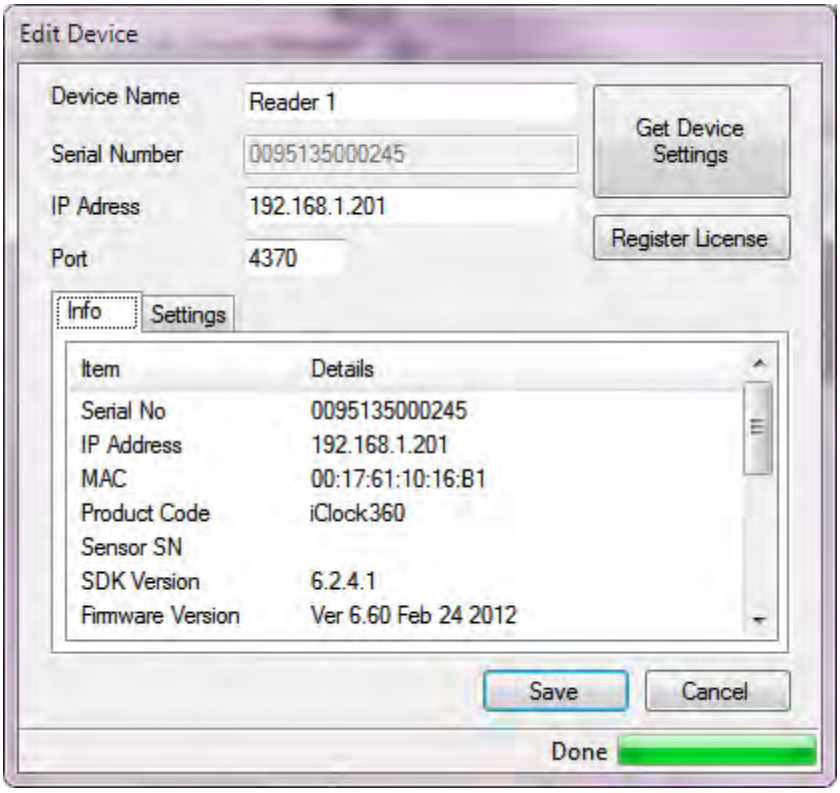


Click Add

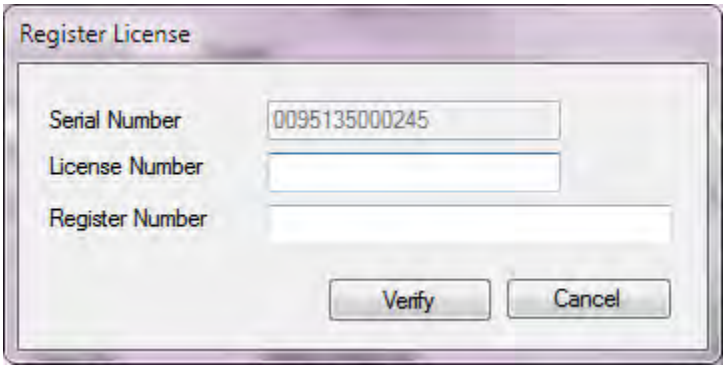


Input Ip address and click Get Device Settings.

Click Register.



Edit device, click Get Device Settings, click Register License.



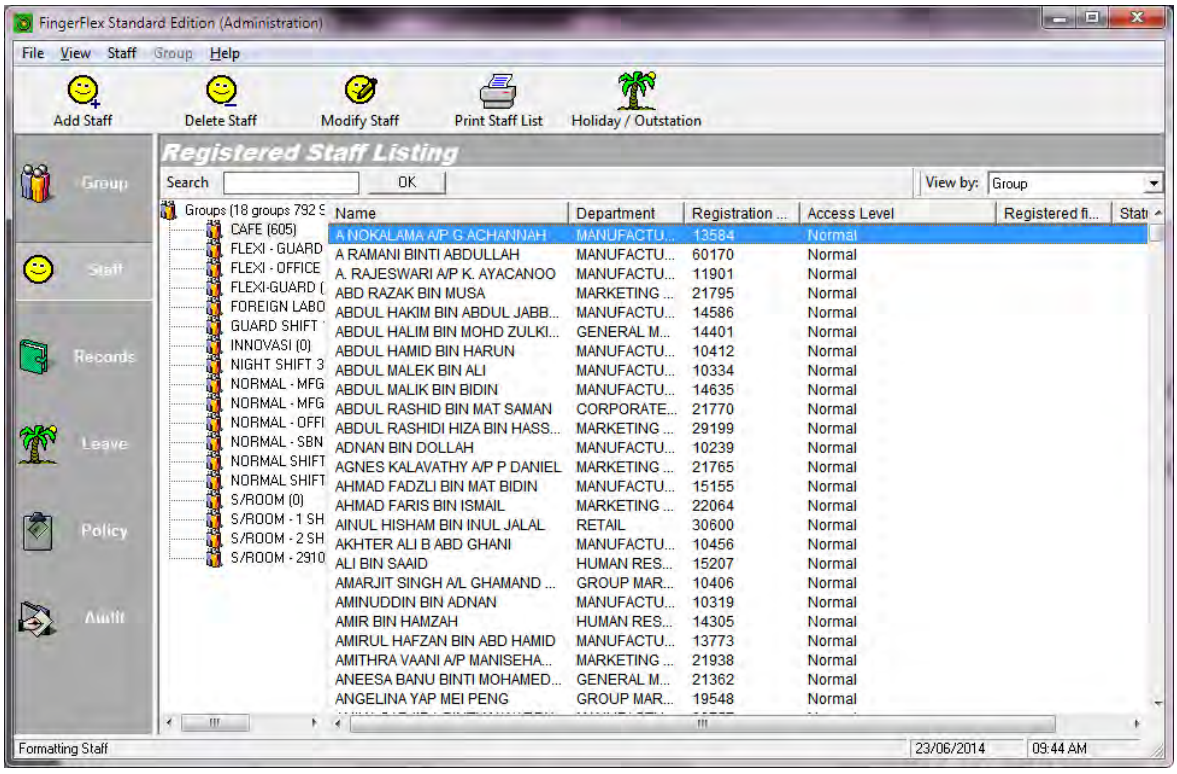
Input license that have been given in cd.

2. Staff Management

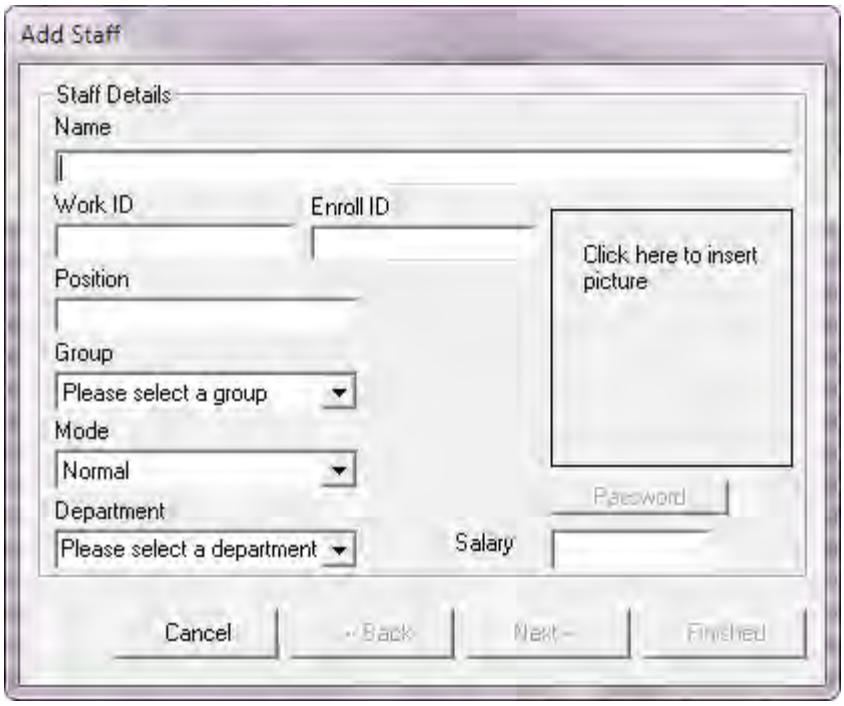
Please register staff fingerprint at device first [refer device manual]

Open FingerFlex Admin.

Click Staff



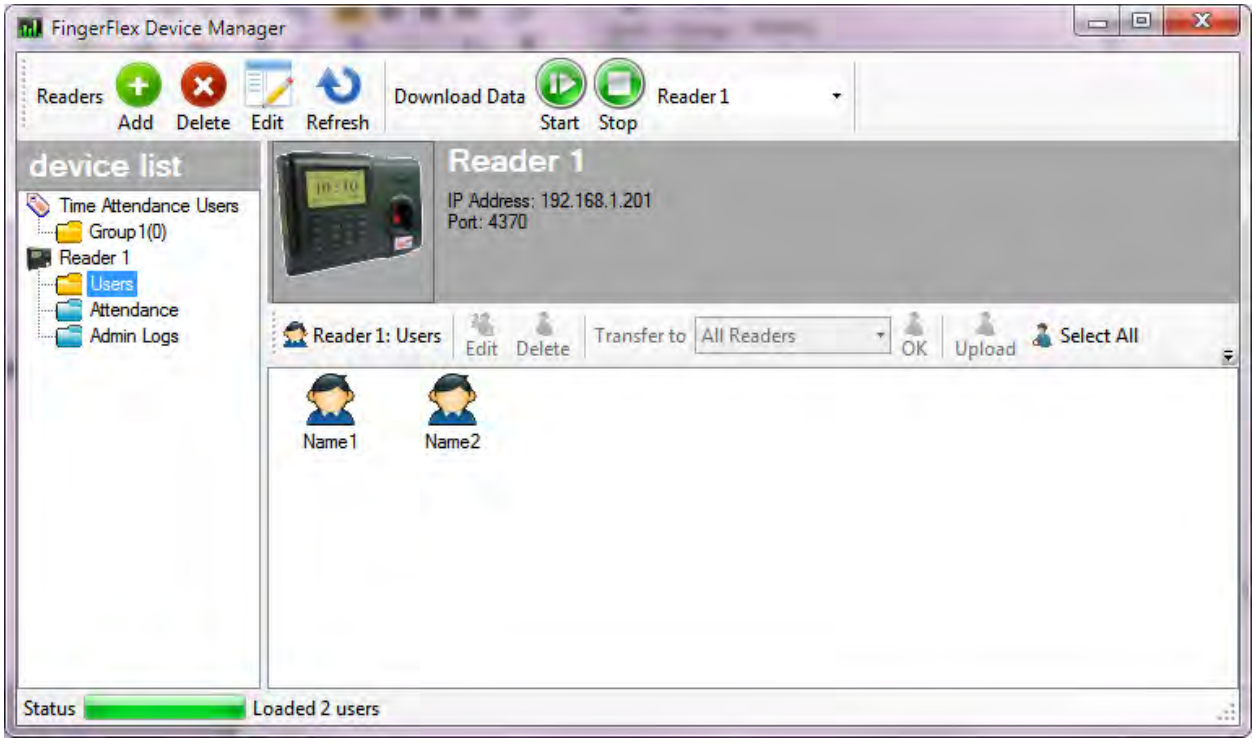
Click Add Staff



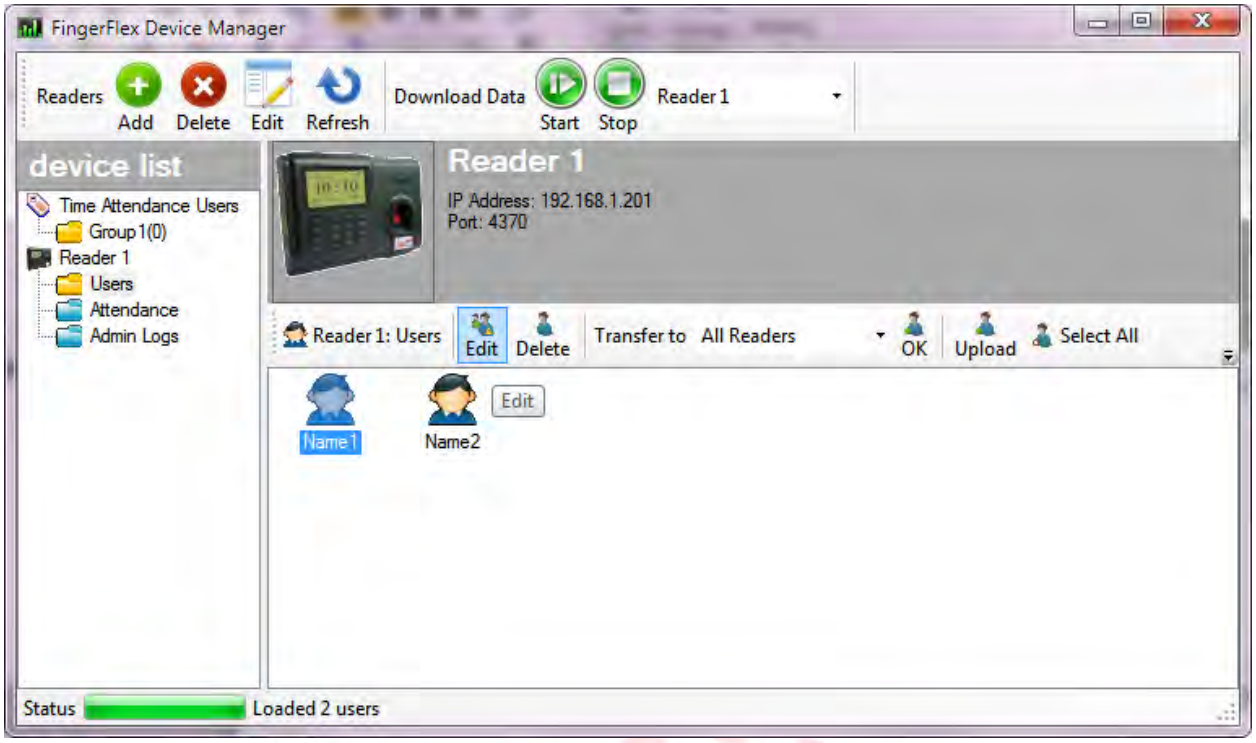
Input staff name, enroll id [must be same id registered at device], group, mode and department. Click Finished.

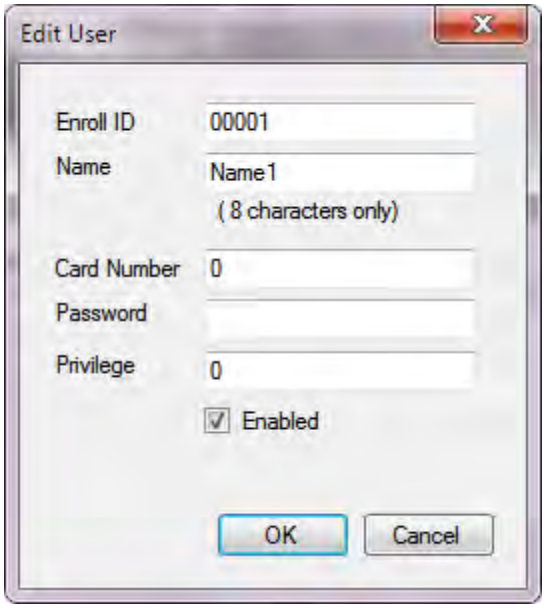
Change staff name at device

Open FingerFlex Device Manager



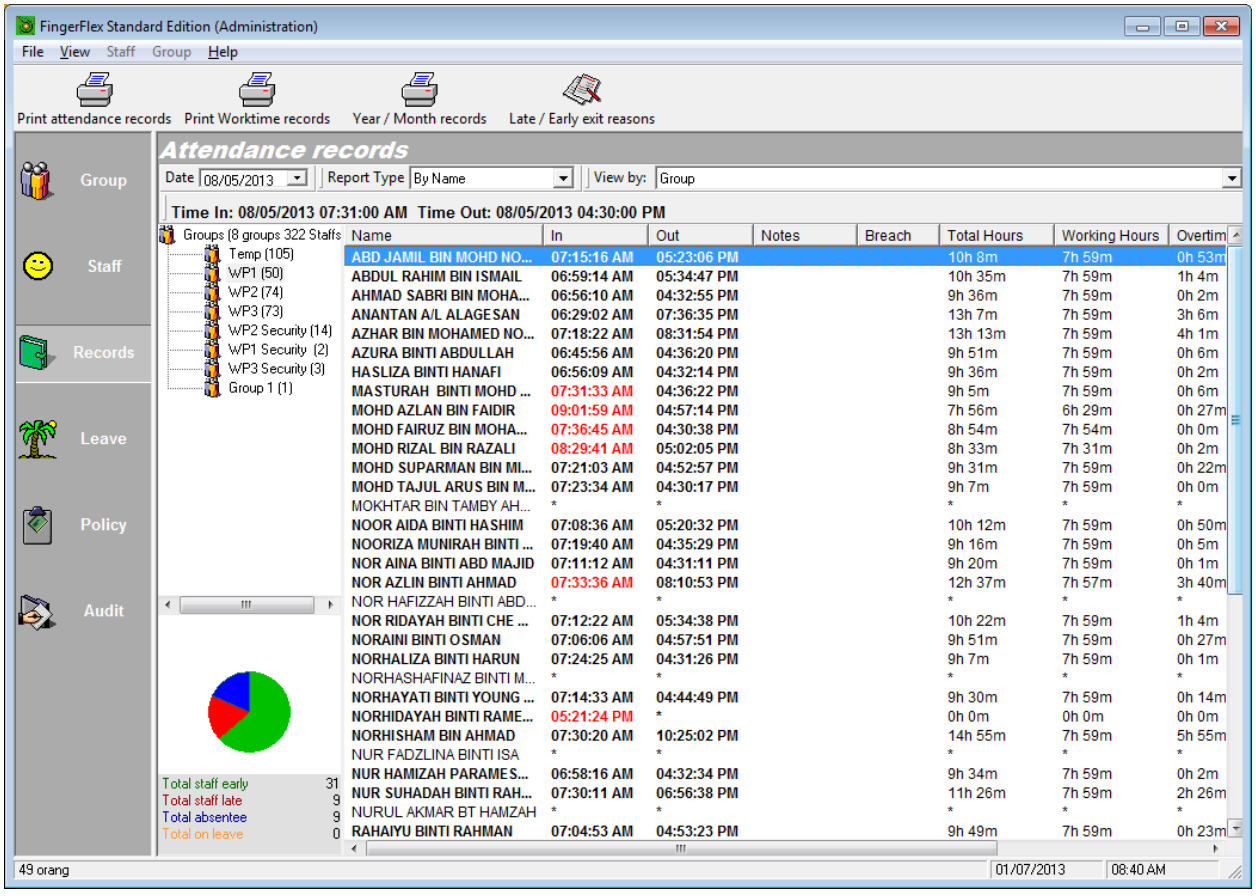
Click Reader to connect with the reader. Option User / Attendance / Admin Logs will appear.
Click Users.
Select which staff click Edit.





Change Name1 into staff nick name [only 8 characters].
Privilege 0 – normal user, 1- register , 2 – supervisor device.

3. View Records Attendance



Click record button.

Records show daily basis base on selected date, and selected group or department.

Can change view in department by clicking view by Department.

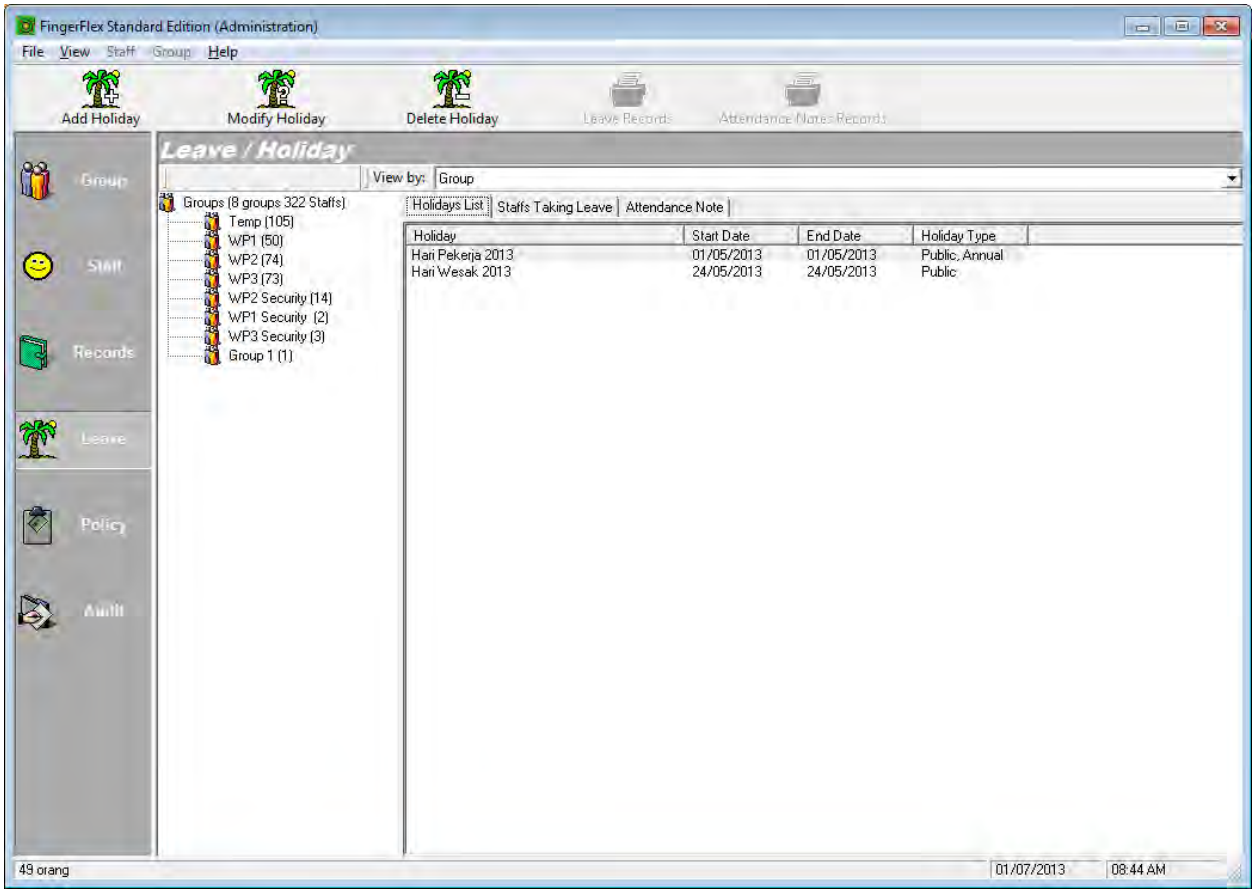
Red indicated late or early exits.

There a few type of reports can be generate

- Group / Department records
- Individual records
- All staff records
- Late records
- Absent records
- Incomplete records
- Raw data records
- Overtime Group/Department records
- Overtime individual records

- Monthly summary report (Generate in excel)
- Monthly detail report (Generate in Excel)

4. Leave management

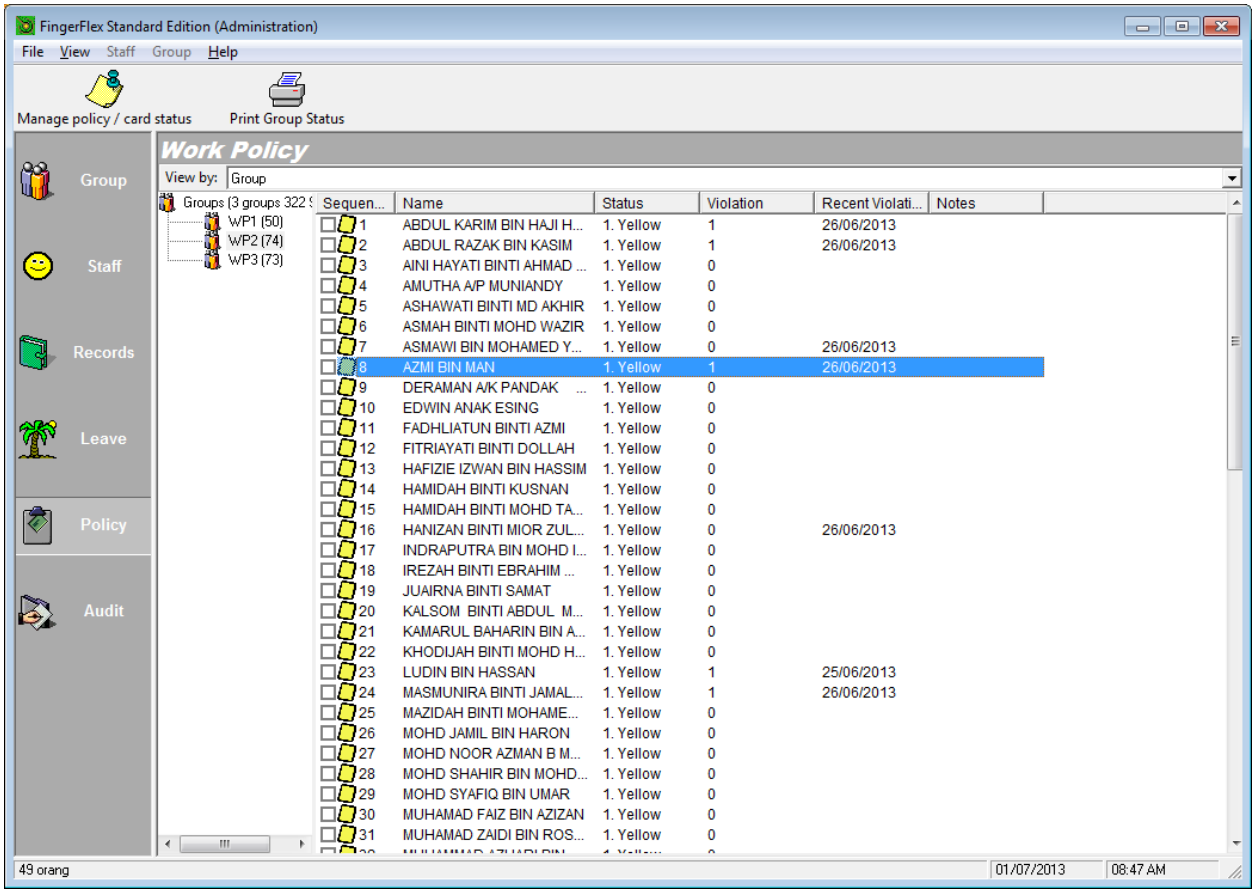


There are 3 tabs:

- Holiday list : Public holidays
- Staff taking leave : Staff who is on leave.
- Attendance notes : Outstation or working outside office

Notes : Button add holiday, modify holiday, delete holiday, leave records and attendance notes records is base on this 3 selection tab.

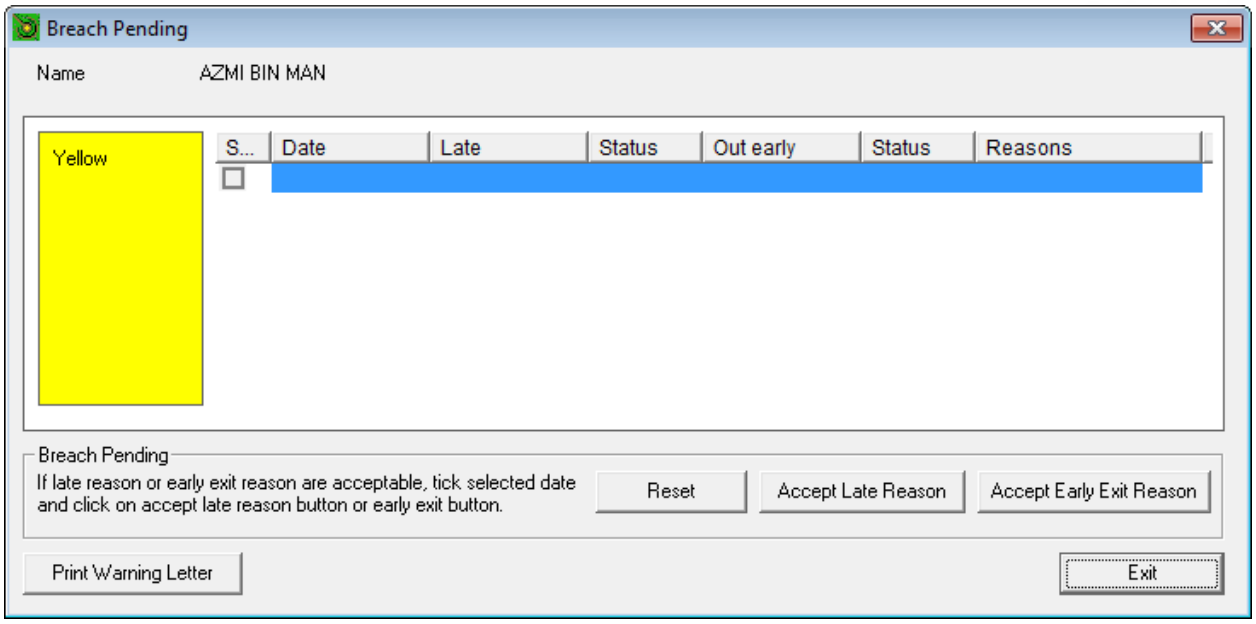
5. Policy



If this module is enable, by default all staff are yellow card.

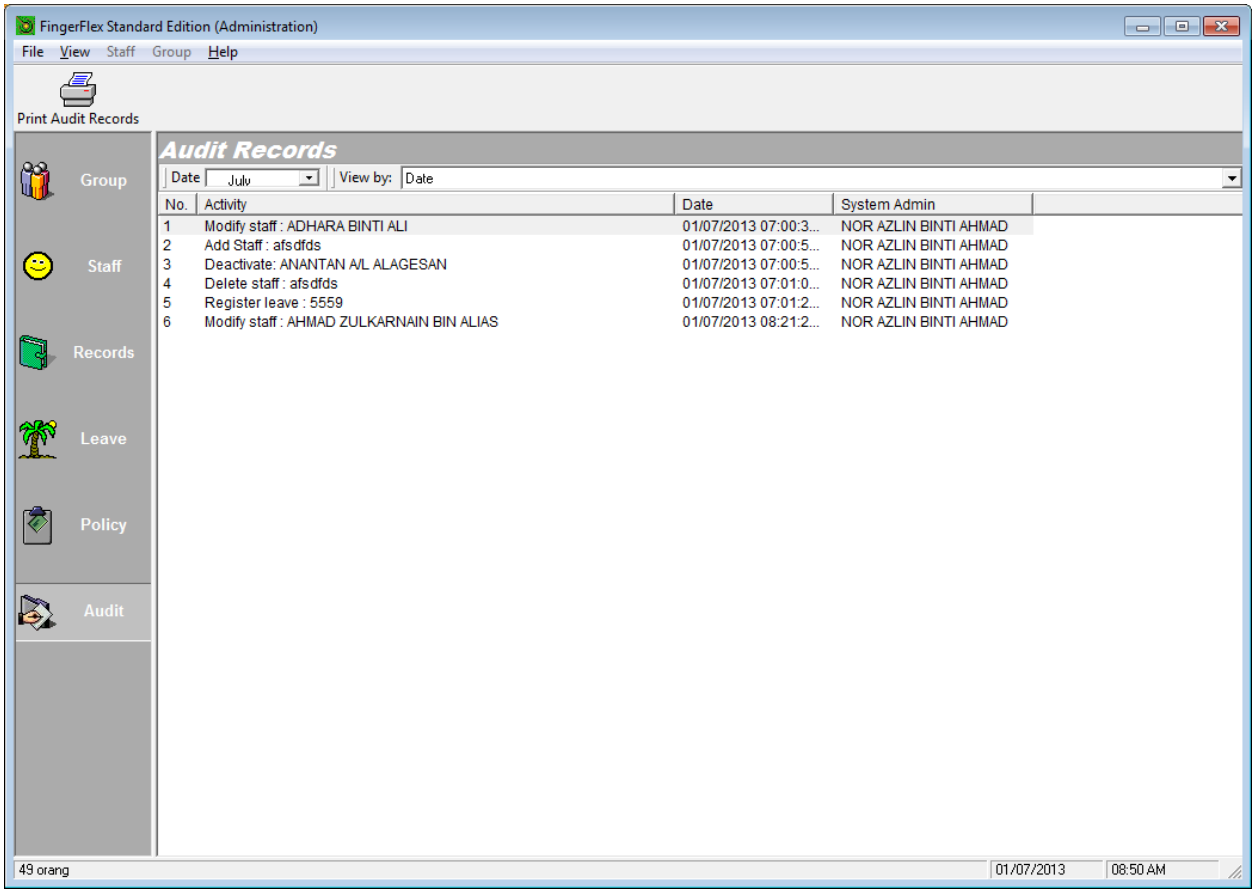
For one month, if there is breach for 3 times and the reason are not acceptable the status card will change to green card. If staff is currently in green card and breach 2 times for that month, it will change to red card.

The reason can be acceptable when double click at the particular staff.



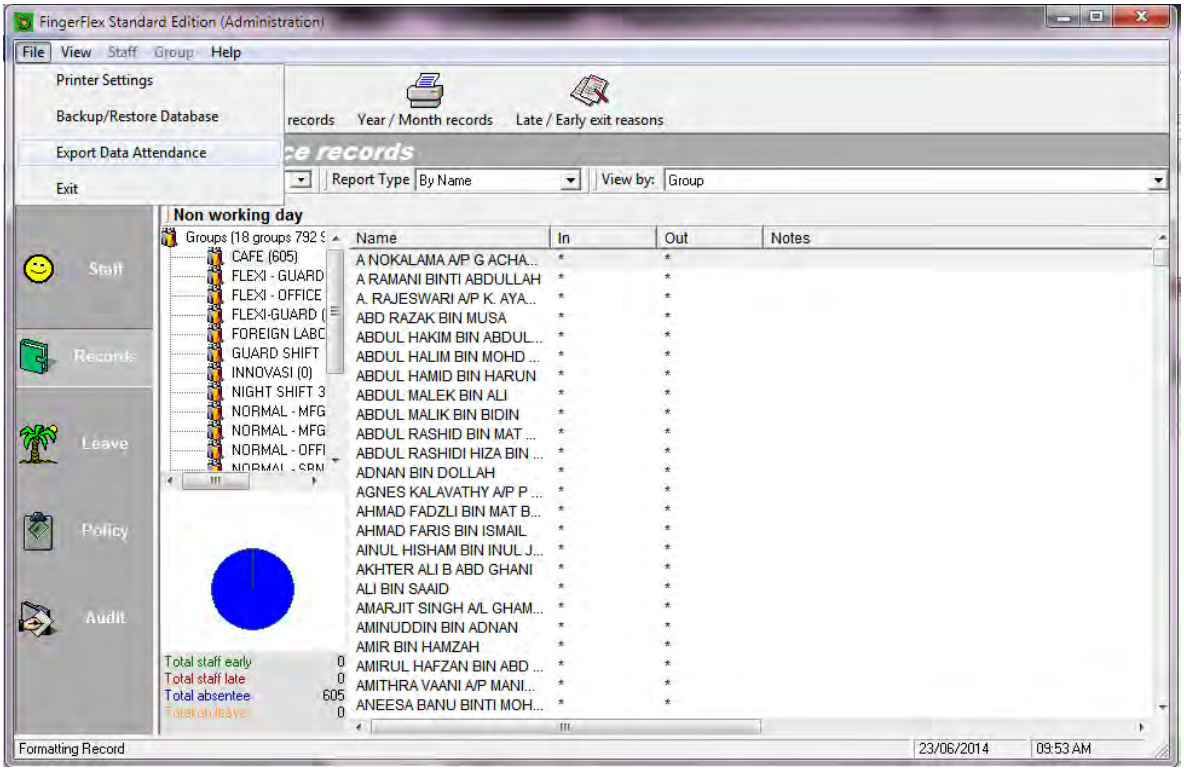
It will show, all the late or early exit. Just tick on the particular date and click accept late reason or accept early exit reason. Can also print warning letter to inform the particular staff.

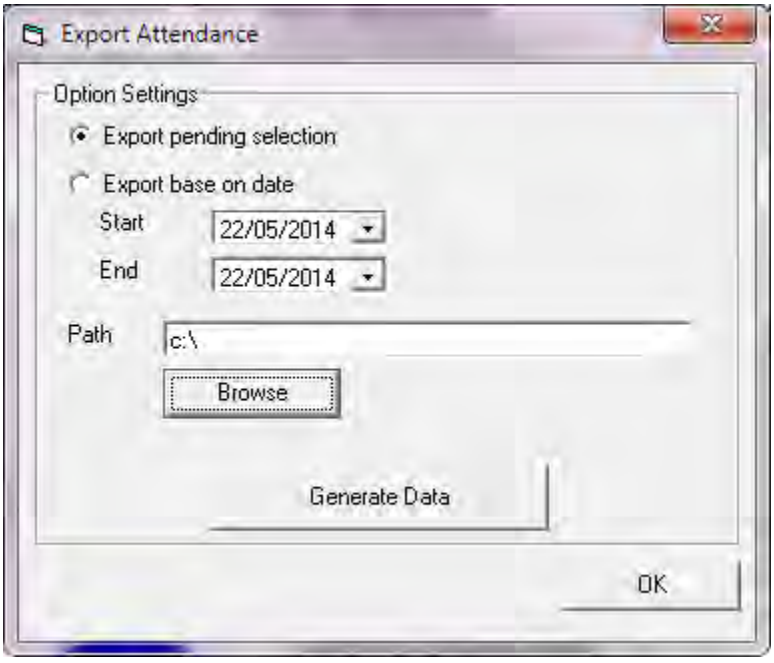
6. Audit



Any modification are in made in system will be recorded. Staff admin , date and modification are recorded.

Export Data Attendance





Export pending selection – will only generate data attendance that has not been generated yet.

Export base on date – will generate data base on date selection.

Path : path the output file that will be place.

Click Generate data to start generate the output.

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